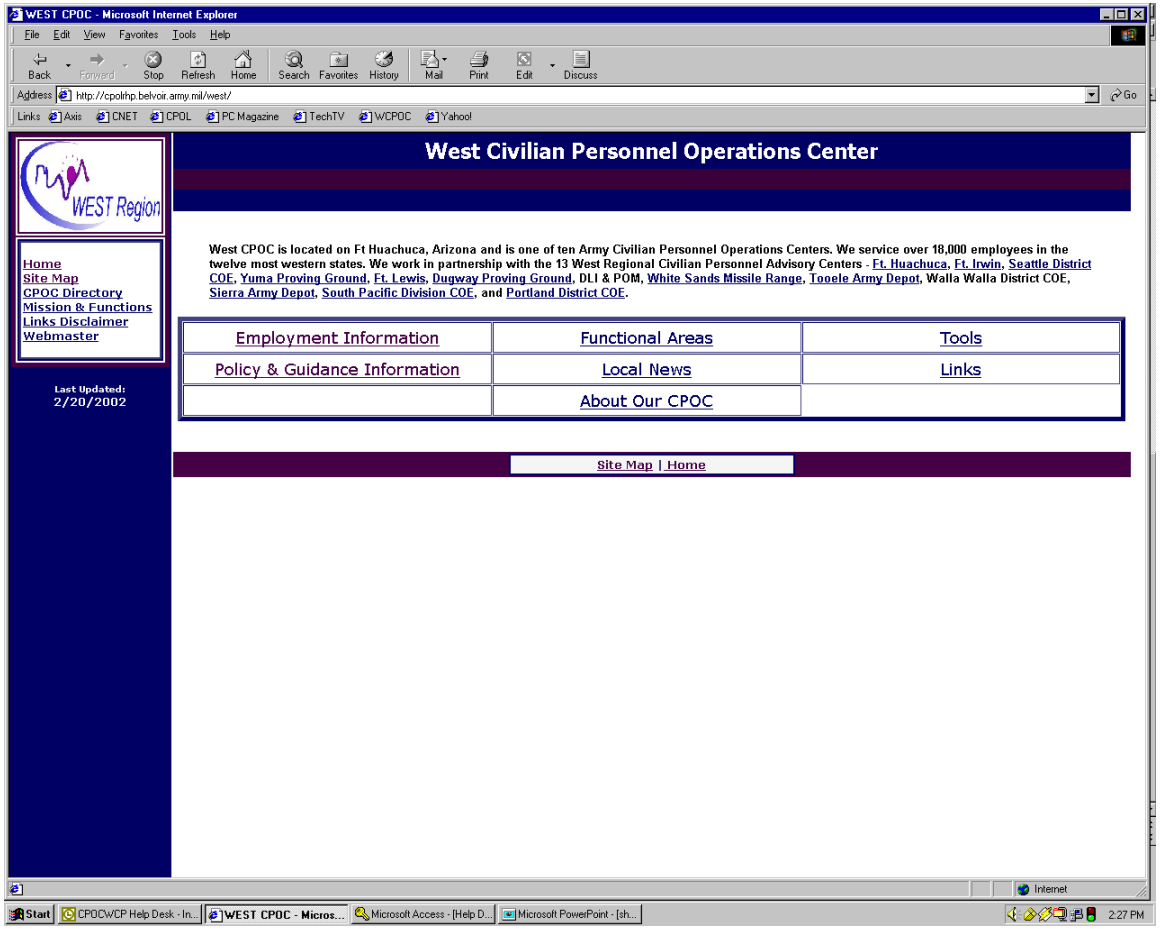
Creating an Internet Site Shortcut

Open your Internet Browser


WEST CPOC - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Discuss
Address http://cpolhp.belvoir.army.mil/west/
Links Axis CNET CPOL PC Magazine TechTV WCPOC Yahoo!
WEST Region
Home
Site Map
CPOC Directory
Mission & Functions
Links Disclaimer
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Last Updated:
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West Civilian Personnel Operations Center
West CPOC is located on Ft Huachuca, Arizona and is one of ten Army Civilian Personnel Operations Centers. We service over 18,000 employees in the twelve most western states. We work in partnership with the 13 West Regional Civilian Personnel Advisory Centers - Ft. Huachuca, Ft. Irwin, Seattle District COE, Yuma Proving Ground, Ft. Lewis, Dugway Proving Ground, DLI & POM, White Sands Missile Range, Tooele Army Depot, Walla Walla District COE, Sierra Army Depot, South Pacific Division COE, and Portland District COE.
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Internet
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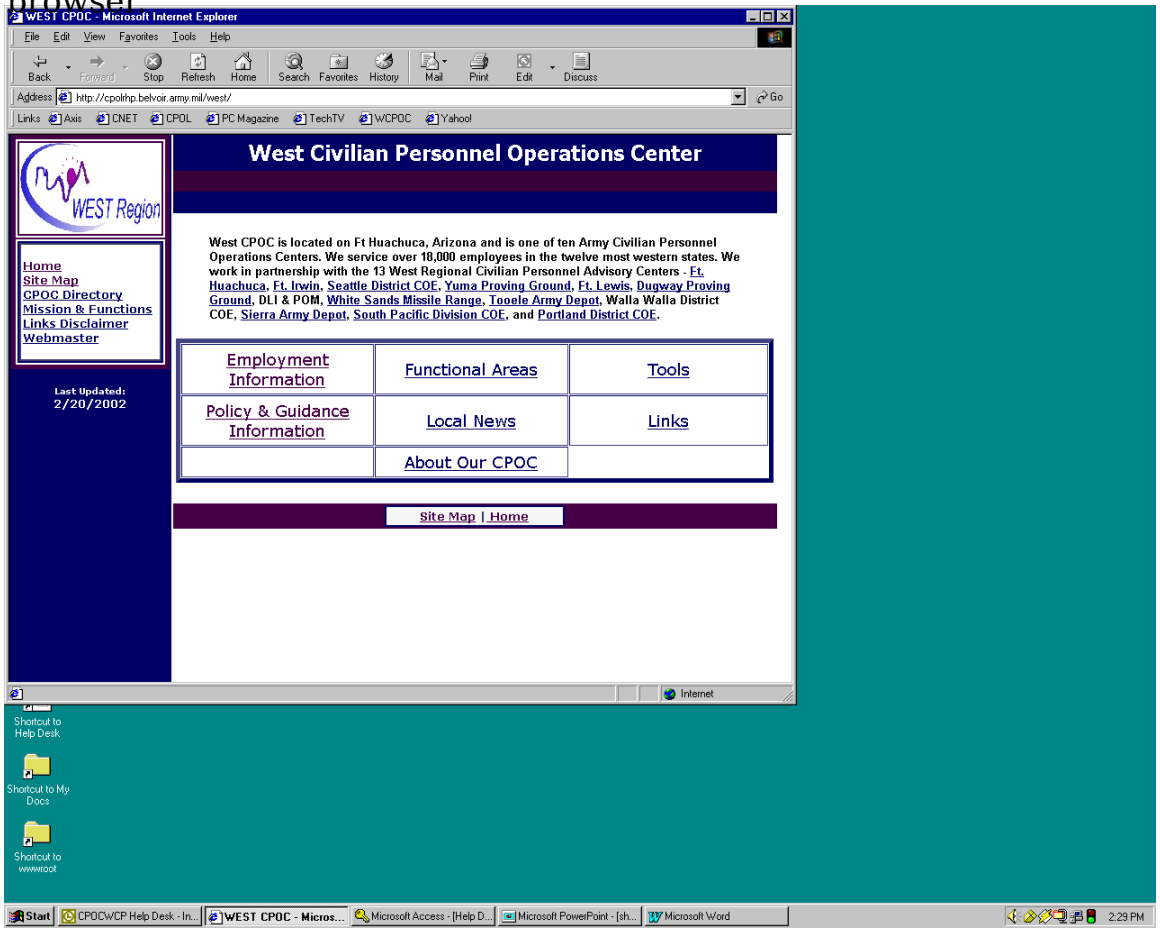
Minimize your Internet Browser by selecting the center button located in the upper right hand corner of your browser.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Microsoft Word
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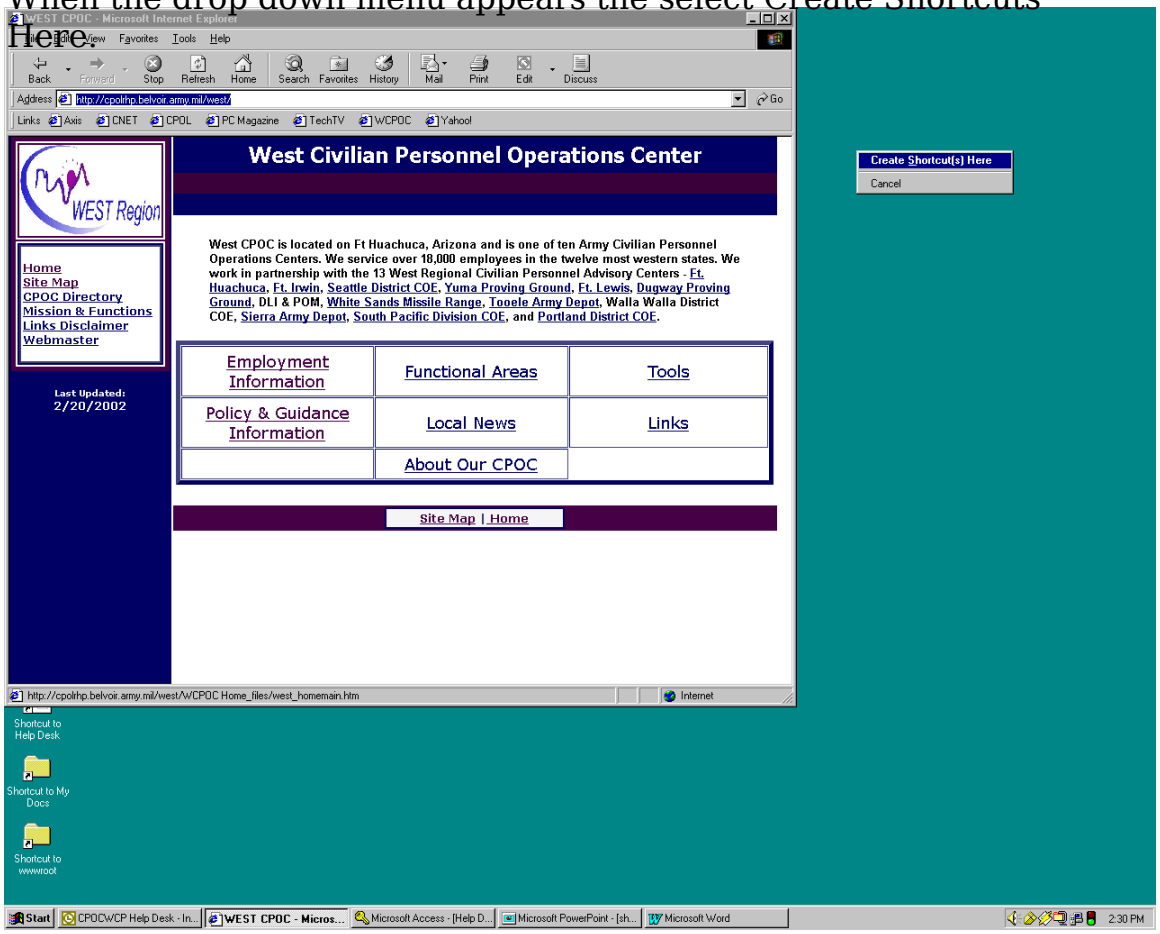
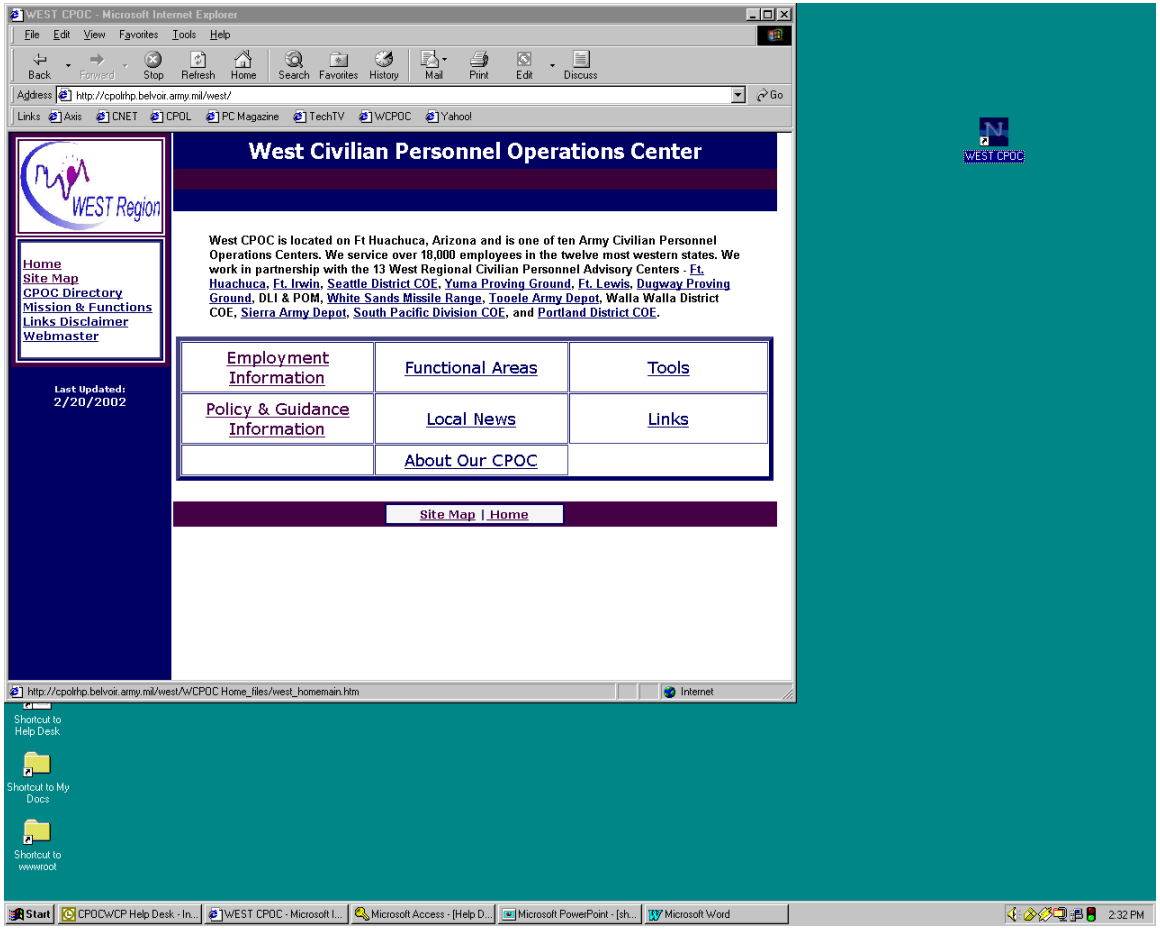
Right click on the URL located in the address bar of your browser, holding the right mouse button down drag and drop the URL on your desktop.

When the drop down menu appears the select Create Shortcuts Here.



The shortcut you created will appear as shown below.

Close your browser.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Shortcut to My Docs
Shortcut to wwwroot
Start
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Microsoft Access - [Help D...
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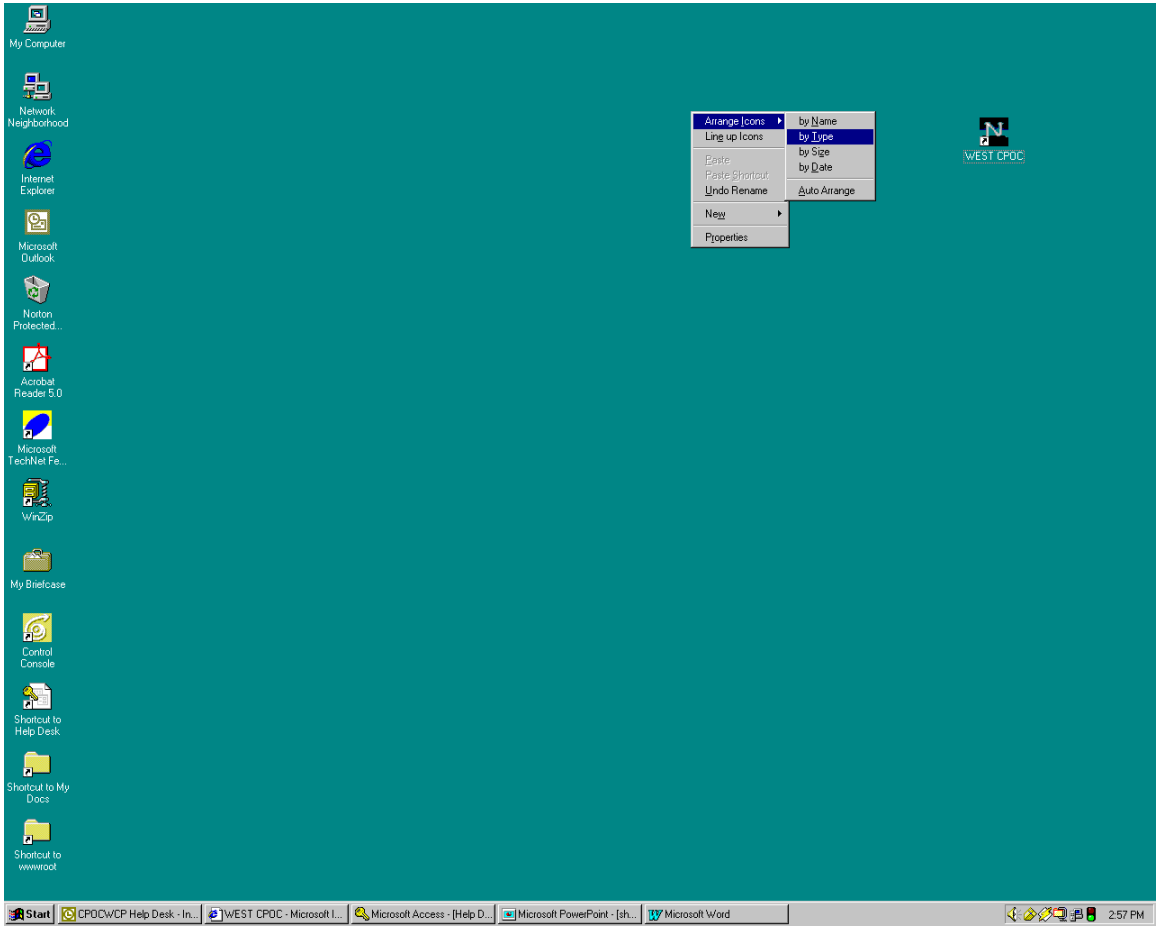
Right click your desktop.

When the drop down menu appears select the Arrange Icons when the second drop down menu appears select By Type.



Thank You